

**STAFF REPORT**  
**BOARD MEETING DATE: January 12, 2016**

CM/ACM \_\_\_  
Finance \_\_\_  
DA \_\_\_  
Risk Mgt. \_\_\_  
HR \_\_\_  
Other \_\_\_

**DATE:** December 21, 2015  
**TO:** Board of County Commissioners  
**FROM:** Erin Dixon, Fiscal Compliance Officer, Washoe County Health District  
775-328-2419, [edixon@washoecounty.us](mailto:edixon@washoecounty.us)  
**THROUGH:** Anna Heenan, Administrative Health Services Officer  
**SUBJECT:** Approve amendments totaling an increase of \$118,085 in both revenue and expense to the FY16 the Public Health Preparedness Program, Preparedness, Assurance, Inspections, Statistics (PAIS), IO 11286; and if approved direct the Comptroller's office to make the appropriate budget adjustments (All Commission Districts)

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**SUMMARY**

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget adjustments.

The Washoe County Health District received a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period September 1, 2015 through June 30, 2016 in the total amount of \$135,798 in support of the Public Health Preparedness Program, Preparedness, Assurance, Inspections, Statistics (PAIS), IO 11286. A copy of the first page of the Notice of Subgrant Award is attached.

District Board of Health strategic priority: Prepare for and respond to public health threats.

**PREVIOUS ACTION**

There has been no previous action taken by the Board this fiscal year.

**BACKGROUND**

This grant award supports funding to cover Ebola preparation and planning as well as updating the Ebola plan. Included are plans to provide Personal Protective Equipment (PPE) for public health workers and responders. Organizations that may receive PPE include Reno Police Department, Spark Police Department, Washoe County Sherriff, Washoe County School District, and Washoe County Health District.

Funding from this award will be used to support current personnel (.10 FTE of the Public Health Preparedness Manager, .25 FTE of a Public Health Emergency Response Coordinator), mileage, PPE supplies and indirect costs.

The (CDC) Public Health Preparedness (PHP) – Preparedness, Assurance, Inspections and Statistics (PAIS), IO 11286 was not projected in the FY16 budget. The total award amount is \$135,798. A budget amendment in the amount of \$118,085 is necessary to bring the Notice of Subgrant Award into alignment with the FY16 program budget. A budget adjustment is not necessary for the indirect revenue.

### **FISCAL IMPACT**

Should the Board approve these budget amendments, the adopted FY 16 budget will be **increased by \$118,085** in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
<b>2002-IO-11286</b>	<b>-431100 Federal Revenue</b>	<b>\$118,085</b>
	<b>Total Revenue</b>	<b>\$118,085</b>
	-701110 Base Salaries	24,648
	-705110 Insurance	3,093
	-705210 Retirement	6,901
	-705230 Medicare	358
	-710512 Auto Expense	92
	-710300 Operating Supplies	82,993
	<b>Total Expenditures</b>	<b>\$118,085</b>

### **RECOMMENDATION**

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$118,085 in both revenue and expense to the FY16 the Public Health Preparedness Program, Preparedness, Assurance, Inspections, Statistics (PAIS), IO 11286; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

### **POSSIBLE MOTION**

Move to approve amendments totaling an increase of \$118,085 in both revenue and expense to the FY16 the Public Health Preparedness Program, Preparedness, Assurance, Inspections, Statistics (PAIS), IO 11286; and if approved direct the Comptroller's office to make the appropriate budget adjustments.



State of Nevada  
 Department of Health and Human Services  
**Division of Public & Behavioral Health**  
 (hereinafter referred to as the Division)

HD #: 15114  
 Budget Account: 3218  
 Category: 25  
 GL: 8516  
 Job Number: 9381715

**NOTICE OF SUBGRANT AWARD**

<b>Program Name:</b> Public Health Preparedness Program Preparedness, Assurance, Inspections, Statistics (PAIS)		<b>Subgrantee Name:</b> Washoe County Health District (WCHD)																	
<b>Address:</b> 4150 Technology Way, Suite #200 Carson City, NV 89706-2009		<b>Address:</b> 1001 East Ninth Street / PO Box 11130 Reno, NV 89520																	
<b>Subgrant Period:</b> September 1, 2015 through June 30, 2016		<b>Subgrantee's:</b> EIN: 88-6000138 Vendor #: T40283400Q Dun & Bradstreet: 073786998																	
<b>Purpose of Award:</b> Funds are intended to demonstrate achievement in HPP Ebola Activities according to ASPR grant guidance.																			
<b>Region(s) to be served:</b> <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: Washoe																			
<b>Approved Budget Categories:</b>		<b>Disbursement of funds will be as follows:</b>																	
<table style="width: 100%; border-collapse: collapse;"> <tr><td>1. Personnel</td><td style="text-align: right;">\$ 35,000.00</td></tr> <tr><td>2. Travel</td><td style="text-align: right;">\$ 92.00</td></tr> <tr><td>3. Supplies</td><td style="text-align: right;">\$ 82,993.00</td></tr> <tr><td>4. Equipment</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>5. Contractual/Consultant</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>6. Other</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>7. Indirect</td><td style="text-align: right;">\$ 17,713.00</td></tr> <tr><td><b>Total Cost:</b></td><td style="text-align: right;"><b>\$ 135,798.00</b></td></tr> </table>		1. Personnel	\$ 35,000.00	2. Travel	\$ 92.00	3. Supplies	\$ 82,993.00	4. Equipment	\$ 0.00	5. Contractual/Consultant	\$ 0.00	6. Other	\$ 0.00	7. Indirect	\$ 17,713.00	<b>Total Cost:</b>	<b>\$ 135,798.00</b>	<p>Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i>. Total reimbursement will not exceed \$135,798.00 during the subgrant period.</p>	
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2. Travel	\$ 92.00																		
3. Supplies	\$ 82,993.00																		
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<b>Total Cost:</b>	<b>\$ 135,798.00</b>																		
<b>Source of Funds:</b>		<b>% of Funds:</b>	<b>CFDA:</b>																
1. Assistant Secretary for Preparedness and Response (ASPR)		100%	93.817																
<b>Federal Grant #:</b> 1U3REP150510-01-00																			
<b>Terms and Conditions:</b> In accepting these grant funds, it is understood that: 1. Expenditures must comply with appropriate state and/or federal regulations; 2. This award is subject to the availability of appropriate funds; and 3. The recipient of these funds agrees to stipulations listed in the incorporated documents.																			
<b>Incorporated Documents:</b> Section A: Assurances; Section B: Description of Services, Scope of Work and Deliverables; Section C: Budget and Financial Reporting Requirements; Section D: Request for Reimbursement; Section E: Audit Information Request; Section F: Business Associate Addendum; Attachment 1: Detailed Work Plan.																			
Kitty Jung Washoe County District Board of Health		Signature 	Date 10/22/15																
Erin Lynch Health Program Manager II, PHP		Signature 	Date 10/1/15																
Chad Westom Bureau Chief, PAIS		Signature 	Date 10.1.15																
for Cody L. Phinney Administrator, Division of Public & Behavioral Health																			